

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Small PHA Plan Update
Annual Plan for Fiscal Year: 2003

PHA Plan
i. Agency Identification

PHA Name: Housing Authority of Kittitas County

PHA Number: WA009

PHA Fiscal Year Beginning: 4/2003

PHA Plan Contact Information:

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TDD:

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Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☒ Main administrative office of the local, county or State government
- ☐ Public library
- ☒ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

PHA Programs Administered:

- ☐ Public Housing and Section 8 ☐ Section 8 Only ☒ Public Housing Only

Annual PHA Plan Fiscal Year 2003

[24 CFR Part 903.7]

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iii. Executive Summary

The Housing Authority of Kittitas County has prepared this Annual Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We continue to work towards the achievement of our mission and to accomplish our goals and objectives set forth in our Agency Plan. Listed below is our achievements and what we will be working on in our next fiscal year.

- To work towards our goal of development and management the Housing Authority, as of September 2002, took over management of Alder Terrace Apartments. This is a 52-unit multi-family complex owned by the Alder Terrace Housing Association. This complex targets 50% of the AMI. We are working closely with the Resident Managers and tenant representative to ensure the transition of management and future changes are implemented in a non-disruptive manner.
- The Housing Authority holds a standard performer status and continues to improve areas so HUD shall recognize the Housing Authority as a High Performer by March 2004. We are currently undergoing our audit, which will be completed in November. The tenant survey could have an impact on our final scoring. Refer to "Resident Survey Response" for further information.
- The Housing Authority continues to promote a motivated work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the Housing Industry. We have hired a full-time Program Assistant to our team to maintain the front-counter/tenant relations. We have made a change with our financial department staff to ensure the bookkeeping, HUD, State and local requirements are being met in a more timely and accurate manner.
- We continue to educate our tenant base regarding the income disallowance rule both verbally and on an individual basis. We also try to include articles in our quarterly newsletters. The Housing Authority purchased a software program to handle the Mandatory Earned Income Disallowance calculations to ensure all tenants are receiving the full exclusion period. The Housing Authority will be adding to our current Admissions and Continued Occupancy Policy to ensure that all families exclusions will include an interim recertification be performed when the full exclusion period begins, ends and the partial exclusion period begins, due to the change in exclusion status, and to implement an increase in the family's rent.
- The Housing Authority has made many improvements to Trinal Manor project. Carpets, appliances, painting interior and exterior have been completed. New furniture has been purchased for the common areas in the building which has created a friendlier environment for social gatherings of the tenants.
- To continue our work towards our goal of safety and security the Housing Authority continues to work with the local law enforcement to better our relationship. The Housing Authority is working closely with the department to develop more detailed guidelines for evaluating criminal history and the applicants association with persons who are involved in criminal history. It is essential to categorize occurrences of criminal activity and set specific guidelines to ensure the continued health, safety, welfare and peaceful enjoyment of our complex environment. This will include lease changes for the current tenant base to include association with visitors on the premises.

- Our local TANF agency will not enter into a written cooperation agreement with our agency at this time, however; our relationship improves with continual verbal and written communications with the local supervisor to ensure both agencies are receiving the needed information for tenant/client benefits. Our local TANF agency is implementing contractor meetings which will help our office assist our TANF tenant base with the income disallowance rule.
- The Housing Authority continues to maintain our real estate and maintenance service in a decent manner and continues to maintain a less than 24-hour response time to Emergency work orders. We have maintained an average response time of 3.3 days for routine work orders which exceeds our objectives outlined in goal four.

1. Summary of Policy or Program Changes for the Upcoming Year

Flat rent study – Attachment I

The Housing Authority will be working on proposing a change with the ACOP for evaluating current screening criteria to help ensure safety upon the complex. We hope to gain tenant input on these changes. This may include a lease revision that would include criminal activity of visitors frequenting the complex.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

A. ☒ Yes ☐ No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 236,450.00

C. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year?

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided in this document starting on page 25

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided in this document starting on page 10

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to next component ; if “yes”, complete one activity description for each development.)

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

- A. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- ☐ Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources
- ☐ Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards

- ☐ Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

A. ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$

C. ☐ Yes ☒ No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D. ☐ Yes ☐ No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are Attached at Attachment G

3. In what manner did the PHA address those comments? (select all that apply)

☒ The PHA changed portions of the PHA Plan in response to comments

A list of these changes is included

☐ Yes ☐ No: below or

☒ Yes ☐ No: at the end of the RAB Comments in Attachment G.

☐ Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment _____.

☐ Other: (list below)

B. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction: State of Washington and the Comprehensive Plan for the County of Kittitas

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- ☒ Other: (list below)

The Kittitas County Comprehensive Plan, Planning Department, has still not updated the housing element of the Comprehensive Plan since 1995 therefore; an internal survey has been conducted over the past year by the Housing Authority of Kittitas County. Refer to Housing Needs Assessment in Attachment H.

3. PHA Requests for support from the Consolidated Plan Agency

- ☐ Yes ☒ No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The State Consolidated Plan, Identification of Community Needs and Objectives support goal 2, improving resident and community perception of safety and security of the Housing Authorities Units.

The State Consolidated Plan, Identification of Community Needs and Objectives and the Kittitas County Comprehensive Plan's Goals, Policies and Objectives support goal 3, increasing the Availability of Affordable Housing.

The Kittitas County Comprehensive Plan's Goals, Policies and Objectives and the State Consolidated Plan, Identification of Community Needs and Objectives support goal 5, the Housing Authority shall operate with all equal opportunity laws and regulations and affirmatively further Fair Housing.

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

A. Substantial Deviation from the 5-year Plan:

The Housing Authority of Kittitas County is required to identify its basic criteria to be used to determine what constitutes a "substantial deviation" from the PHA plan and/or that Five Year Plan. After approval of the Agency Plan, the Housing Authority of Kittitas County may not "substantially deviate" from its plan or implement any amendment or modification which is a "significant amendment or modification" to the Five Year and/or Annual Plan until:

- The amendment or modification has been adopted at a regular scheduled or emergency meeting of the Housing Authority Board of Commissioner's: and,

- Notification of the amendment or modification, along with a copy of the recommendation made by the Housing Board of Commissioners and a description of the manner in which the Housing Authority addresses the recommendation, will be submitted and approved by HUD
- The Resident Advisory Board will be consulted and advised of the changes at their next scheduled Board meeting
- In the Comprehensive Grant Manual it indicates that under the new guidelines, the CGF program permits fungibility to allow the HA's to move some work forward to speed fund obligation. It indicates that fungibility also eliminates the previous requirements for prior HUD approval of "major changes" which, according to the manual, is equal to 10% of the annual grant (page17). The Housing Authority of Kittitas County is adopting this policy, as listed in the manual, and will identify a significant amendment or modification as greater than 10% of the annual grant.

B. Significant Amendment or Modification to the Annual Plan:

The Housing Authority of Kittitas County considers a "substantial deviation" or significant amendment or modification" as a change in the plan or policy that fundamentally alters the mission, goals, objectives and/or plans of the Agency and which requires the formal approval of the Board of Commissioners. The following are considered to be substantial deviation of amendment to the Annual Plan:

- A material change in the policies regarding the manner in which tenant rent is calculated
- A material change in the admission policies with respect to the selection of applications from, or organization of, the waiting list
- Any changes with regard to demolition, disposition, designation, homeownership programs or conversion activities not previously identified in the Agency Plan.

Any exception to this definition will be made only to the extent that the modification is the result of changes in HUD regulatory requirements; such changes will not be considered a substantial deviation or significant amendment or modification to either the Five Year or Annual Plans.

Attachment D **Supporting Documents Available for Review**

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
N/A	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
N/A	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of Kittitas County 107 West 11 th Avenue Ellensburg, WA. 98926		Grant Type and Number Capital Fund Program: WA19P009501-00 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 10/31/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	41,541.00	41,541.00	41,541.00	41,541.00
3	1408 Management Improvements Soft Costs	6,499.38	6,499.38	6,499.38	6,499.38
4	1410 Administration				
5	1411 Audit			6,500.00	
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	24,677.96	18,849.44	18,849.44	18,849.44
10	1460 Dwelling Structures	142,039.69	156,199.49	156,199.49	156,199.49
11	1465.1 Dwelling Equipment—Nonexpendable	20,724.97	20,724.97	20,724.97	20,724.97
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	8,587.00	-0-	-0-	-0-
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	244,070.00	244,070.00	244,070.00	244,070.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft costs				
25	Amount of Line 21 Related to Security – Hard costs				
26	Amount of line 21 Related to Energy Conservation measures				

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Housing Authority of Kittitas County		Grant Type and Number Capital Fund Program #: WA19P009502-00 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-wide	Operations – Maintenance/Labor	1406			15,051.48	15,051.48	15,051.48	Complete
	Operations – Maintenance/Labor Benefit	1406			2,602.67	2,602.67	2,602.67	Complete
	Operations – Admin. Labor	1406			17,866.69	17,866.69	17,866.69	Complete
	Operations – Admin. Labor Benefits	1406			3,442.19	3,442.19	3,442.19	Complete
	Pernaa Consulting	1406			1,926.50	1,926.50	1,926.50	Complete
9-3	Reliable Office – Printer	1406			311.47	311.47	311.47	Complete
	Allied Time – Sate/Time stamp	1406			340.00	340.00	340.00	Complete
	Walton Voice Tech – Computer Upgrade	1408			4,344.92	4,344.92	4,344.92	Complete
	Commercial Office Supplies	1408			499.00	499.00	499.00	Complete
	Walton Voice Tech – Printer	1408			879.97	879.97	879.97	Complete
	Walton Voice Tech – Printer	1408			412.49	412.49	412.49	Complete
	Hermann Riess – Pen Tab	1408			363.00	363.00	363.00	Complete
	Huppert – Snow Blower	1450			1,700.00	1,700.00	1,700.00	Complete
	Harris Office Supply	1450			1607.71	1607.71	1607.71	Complete
	Sears	1450			199.99	199.99	199.99	Complete
	Walton Voice Tech – HUB	1450			2426.39	2426.39	2426.39	Complete
9-4	Miracle Rec. Equipment – Playground	1450			12,129.16	12,129.16	12,129.16	Complete
	United Rentals – Playground	1450			786.19	786.19	786.19	Complete
	Prior Year Carry-Over Charges	1460			2,345.00	2,345.00	2,345.00	Complete

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Housing Authority of Kittitas County		Grant Type and Number Capital Fund Program #: WA19P009502-00 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
9-3	Perma Color – Carpet	1460			15,075.00	15,075.00	15,075.00	Complete
	Ellensburg Telephone – Phone System	1460			3,711.00	3,711.00	3,711.00	Complete
	Lindsey Upgrade	1460			5,115.00	5,115.00	5,115.00	Complete
9-4	Daily Record – Paint Bid	1460			210.38	210.38	210.38	Complete
	Phyl Moyer – Ext. Painting	1460			19,950.00	19,950.00	19,950.00	Complete
	Voshall Electric – Heaters	1460			313.20	313.20	313.20	Complete
9-3	GE Appliances & Refrigerators	1460			1,005.00	1,005.00	1,005.00	Complete
	Ellensburg Cement – Sidewalks	1460			369.88	369.88	369.88	Complete
9-4	Prime Equipment Rental	1460			6,183.81	6,183.81	6,183.81	Complete
	Ellensburg Cement – Sidewalks	1460			4,675.33	4,675.33	4,675.33	Complete
	Kittitas Waste – Sidewalks	1460			107.25	107.25	107.25	Complete
	United Rentals – Sidewalks	1460			4,215.54	4,215.54	4,215.54	Complete
	All Aces – Sidewalks	1460			7,500.00	7,500.00	7,500.00	Complete
	Rental Services Corp.	1460			1,084.95	1,084.95	1,084.95	Complete
	Phil Moyer – Sidewalks	1460			8,279.69	8,279.69	8,279.69	Complete
	Central Nursery – Dirt/Sidewalks	1460			160.00	160.00	160.00	Complete
	Arnolds Ranch & Home – Playground	1460			54.91	54.91	54.91	Complete
	Ellensburg Cement – Playground	1460			174.72	174.72	174.72	Complete
9-6	Arnold’s Ranch & Home – Playground	1460			54.90	54.90	54.90	Complete

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Housing Authority of Kittitas County		Grant Type and Number Capital Fund Program #: WA19P009502-00 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
9-6	Knudson's Lumbar – Playground	1460			100.45	100.45	100.45	Complete
9-3	CAP Labor – Maintenance – Carpet	1460			1,229.39	1,229.39	1,229.39	Complete
	Perma Color – Carpet Hallways	1460			13,722.64	13,722.64	13,722.64	Complete
	Kittitas Co Waste – Carpet	1460			17.41	17.41	17.41	Complete
	Maintenance Warehouse – toilets/lightin	1460			1,635.33	1,635.33	1,635.33	Complete
	CAP Labor	1460			479.78	479.78	479.78	Complete
	Perma Color – Lobby/Bathroom	1460			78.00	78.00	78.00	Complete
	Adirondack – Furniture Lobby/Common	1460			1,050.00	1,050.00	1,050.00	Complete
	Knudson's – Lobby	1460			123.48	123.48	123.48	Complete
	McGuire Lumber – Lobby Doors	1460			721.70	721.70	721.70	Complete
	Phil Moyer – Remodel Lobby/Bath	1460			11,698.24	11,698.24	11,698.24	Complete
	Woods – Lobby	1460			21.50	21.50	21.50	Complete
	Reclassify	1460			(199.00)	(199.00)	(199.00)	Complete
	Maintenance Warehouse – Lobby/locks	1460			348.12	348.12	348.12	Complete
	Office Depot – Files	1460			929.98	929.98	929.98	Complete
	Standard Paint – vinyl/bathroom lobby	1460			923.85	923.85	923.85	Complete
	CAP labor – Roof measurements	1460			17.87	17.87	17.87	Complete
	CAP labor – Int/Ext. Painting	1460			406.42	406.42	406.42	Complete
	Phil Moyer – Int/Ext. Painting	1460			41,956.25	41,956.25	41,956.25	Complete
	Standard Paint – Int/Ext Painting	1460			327.38	327.38	327.38	Complete
	CAP Labor – Painting	1460			25.14	25.14	25.14	Complete
	GE Appliances – Stoves/Refrigerators	1465.1			20,309.71	20,309.71	20,309.71	Complete
	CAP labor – Stove/Refrigerators	1465.1			670.98	670.98	670.98	Complete

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of Kittitas County 107 West 11 th Avenue Ellensburg, WA. 98926		Grant Type and Number Capital Fund Program: WA19P009501-01 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 10/31/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds			25,000.00	13,174.54
2	1406 Operations	30,000.00			
3	1408 Management Improvements	4,500.00			
4	1410 Administration	8,000.00			
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	15,000.00			
10	1460 Dwelling Structures	191,460.00		25,000.00	23,845.31
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	248,960.00		50,000.00	37,019.85
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft costs				
25	Amount of Line 21 Related to Security – Hard costs				
26	Amount of line 21 Related to Energy Conservation measures				

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Housing Authority of Kittitas County		Grant Type and Number Capital Fund Program #: WA19P009501-01 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities HA Wide 9-4 HA Wide	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	Operations – P/T & Seasonal Help	1406		13,174.54		13,174.54	13,174.54	Continuing Complete Complete Complete Complete Complete Complete Complete Complete
	Phil Moyer – Painting Ext	1460		22,500.00		22,500.00	22,500.00	
	Ellensburg Cement – Playground	1460		131.51		131.51	131.51	
	GE Appliances – Refrigerator	1460		1,005.00		1,005.00	1,005.00	
	Rental Service Corp. – Playground	1460		158.80		158.80	158.80	
	United Rentals – Lawn Roller/Playgroun	1460		50.00		50.00	50.00	
	P/T & Seasonal Help – Office Help	1406		11,825.46		-0-	-0-	
	Dwelling Structure – Repair & Equip	1460		1,154.69		-0-	-0-	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of Kittitas County 107 West 11 th Avenue Ellensburg, WA. 98926		Grant Type and Number Capital Fund Program: WA19P009501-02 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 10/31/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	31,500.00			
3	1408 Management Improvements	3,000.00			
4	1410 Administration	8,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	42,600.00			
10	1460 Dwelling Structures	121,350.00			
11	1465.1 Dwelling Equipment – Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	30,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	236,450.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related Security – Hard Costs				
26	Amount of line 21 Related to Energy Cons Measures				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Housing Authority of Kittitas County		Grant Type and Number Capital Fund Program #: WA19P009501-02 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities HA Wide 9-4 HA Wide	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
						-0-	-0-	

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: Housing Authority of Kittitas County		Grant Type and Number Capital Fund Program Grant No: WA19P00950103 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	50,000.00			
3	1408 Management Improvements Soft Costs	5,900.00			
	Management Improvements Hard Costs				
4	1410 Administration	8,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	89,600.00			
10	1460 Dwelling Structures	32,500.00			
11	1465.1 Dwelling Equipment—Nonexpendable	50,450.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	236,450.00			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHA Name: Housing Authority of Kittitas County		Grant Type and Number Capital Fund Program Grant No: WA19P00950103 Replacement Housing Factor Grant No:					Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
WA-Wide	Operations		1405		50,000.00				
	Management Expense		1410		8,000.00				
	Management Improvements		1408		5,900.00				
9-3 Trinal Manor	Site Improvements – Handicapped Ramp Stove Hoods		1450		18,500.00				
	Sprinkler System Improvements		1450		1,000.00				
	Landscaping Improvements		1450		1,000.00				
	Lighting Improvements		1450		500.00				
9-4 Mt. Stuart Vist	Non-dwelling Equip. – Appliances		1465.1		26,450.00				
9-5 Cherry/Helena	Playground Improvements - Cherry		1450		5,300.00				
	Picnic Area Improvements - Helena		1450		3,200.00				
9-6 Patrick Place	Repair Damaged Siding		1460		30,500.00				
	Lighting Improvements		1450		3,500.00				
	Parking Lot Improvements		1450		32,000.00				
	Install Fence		1450		3,600.00				
	Playground Improvements/b-ball court/benches/picnic area		1450		13,000.00				
	Landscaping Improvements		1450		8,000.00				
	Appliances – Patrick Place		1465.1		24,000.00				
9-7 Cahill Manor	Community Room Access for Family		1460		2,000.00				

Capital Fund Program Five-Year Action Plan
Part I: Summary – Housing Authority of Kittitas County

PHA Name Housing Authority of Kittitas County		<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 1			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY:	Work Statement for Year 3 FFY Grant: 2005 PHA FY:	Work Statement for Year 4 FFY Grant: 2006 PHA FY:	Work Statement for Year 5 FFY Grant: 2007 PHA FY:
	Annual Statement				
9-3		-0-	-0-	31,000	46,100
9-4		88,450	50,000	40,000	-0-
9-5		-0-	26,225	17,000	-0-
9-6		-0-	-0-	50,000	-0-
9-7		66,000	38,825	26,450	-0-
HA Wide		82,000	121,400	72,000	190,350
Total CFP Funds (Est.)		236,450	236,450	236,450	236,450
Total Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan**Part II: Supporting Pages—Work Activities, Housing Authority of Kittitas County**

Activities for Year	Activities for Year :__2__ FFY Grant: 2004 PHA FY: 2004			Activities for Year: __3__ FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	9-4, Mt. Stuart Vista	Community Ctr. Begin	88,450	9-4 Mt. Stuart Vista	Com. Ctr, furnishings	\$50,000
	Sub Total		88,450	Sub Total		50,000
				9-5 Cherry Lane/Helena	Appliances, 13 units	26,225
				Sub Total		26,225
	9-7, Cahill Manor	Damaged Siding	45,000	9-7, Cahill Manor	Appliances, 20 units	33,225
		Increase Lighting	4,500		Walkway Lighting	5,600
		Parking lot improvement	16,500			
	Sub Total		66,000	Sub Total		38,825
	HA Wide	Operations: Seasonal	50,000	HA Wide	Operations: Seasonal	50,000
		Mgnt Expenses	8,000		Mgnt Expenses	10,000
		Mgnt. Improvements	6,000		Mgnt. Improvements	8,000
		Computer Lab	18,000		Non Dwelling Equip.	53,400
	Sub Total		82,000	Sub Total		121,400
	Total CFP Estimated Cost 2004		236,450	Total CFP Estimated Cost 2005		236,450

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities, Housing Authority of Kittitas County

Activities for Year	Activities for Year : __4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: __5__ FFY Grant: 2007 PHA FY: 2007		
	Development Name/Number	Major Work Categories	Estimated Cost			
	9-4, Mt. Stuart Vista	Dumpster Buildings	40,000	9-6 Trinal Manor	Re-Carpet Balconies	5,500
	Sub Total		40,000		Walkway – Ent. to Shop	18,000
	9-5, Cherry Lane/Helena	Asphalt Repair/Parking	7,000		Replace Back Walkways	12,600
		Dumpster Blding	10,000		Repair Drive Ent.'s	10,000
	Sub Total		17,000	Sub Total		46,100
	9-3, Trinal Manor	Com. Rm Storage Area	25,000			
		Parking lot improvement	6,000			
	Sub Total		31,000			
	9-6 Patrick Place	Asphalt Repair/Parking	20,000			
		Dumpster Bldings	30,000			
	Sub Total		50,000			
	HA Wide	Operations: Seasonal	50,000	HA Wide	Operations:	150,000
		Mgmt Expenses	10,000		Mgmt Expenses	10,000
		Mgmt. Improvements	7,500		Mgmt. Improvements	8,500
		Non-dwelling Equipment	4,500		Non-dwelling Equipment	21,850
	Sub Total		72,000	Sub Total		190,350
	9-7, Cahill Manor	Asphalt Repair/Parking	10,000			
		Dumpster Bldings	16,450			
	Sub Total		26,450			
	Total CFP Estimated Cost 2006		236,450	Total CFP Estimated Cost 2007		236,450

Required Attachment E: Resident Member on the PHA Governing Board

1. ☐ Yes ☒ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

B. How was the resident board member selected: (select one)?

- ☐ Elected
☐ Appointed

C. The term of appointment is (include the date term expires):

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- ☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
☒ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
☒ Other (explain): We have one commissioner who has an expired term as of 3-2003. We will notify the tenants of the application process with the County government.

B. Date of next term expiration of a governing board member: March 2003

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Kittitas County Commissioners

Required Attachment F: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

110 households were notified on 8-12-02 that we are needing more volunteers for our Resident Advisory Board

Out of the 110 households the following persons indicated they would be interested in volunteering time to serve. Out of the 110, 3 are returns from last year:

Joan Allyn-Bourke	308 E Patrick #5/POB 1034	Ellensburg	Patrick Place
Vicki LeMaster	107 West 11 th Ave #114	Ellensburg	Trinal Manor
David Beckett	404 Patrick #1/POB 873	Kittitas	Cahill Manor
Kerry Hare	713 Rainier Avenue	Ellensburg	Mt Stuart/Vista
Holly Mock	805 Rainier Avenue	Ellensburg	Mt Stuart/Vista
Dixie Adams	107 West 11 th Ave #103	Ellensburg	Trinal Manor
John Gaines	107 West 11 th Ave #210	Ellensburg	Trinal Manor
Eve Chaney	107 West 11 th Ave #213	Ellensburg	Trinal Manor

Attachment G
Comments of Resident Advisory Board

Review of last years comments:

Mt Stuart Vista installation of different sizes Basketball hoops is still pending. The playground equipment was just finished. The hoops are being purchased and installed soon, unless weather restricts the installation until Spring of 2003.

Trinal Manor tripping hazards where fixed. BBQ area is still pending. They are scheduled in 2003. The requested lights in laundry where completed and we had American Meter company add a larger washer. The Housing Authority has provided a dumpster by the west end of the building for the tenants to use. This dumpster is used often and is full capacity every week.

Comment: Trinal Manor needs wheelchair ramp installed on the east end. Several elderly tenants are in non-accessible units but are experiencing the need to use a scooter. The residents expressed not removing the rose bed during this construction and to possibly make the cement wall more attractive.

PHA Response: The Housing Authority added this to our 2003 Plan.

Comment: Trinal Manor and Patrick Place residents indicated the need for eye hole placement in all doors for safety reasons and better apartment numbers for emergency response to locate units quicker on the second floor from the outside.

PHA Response: The Housing acknowledges this as an immediate need and will be completing with our subsidy money.

Comment: Trinal Manor and Patrick Place residents would like to see better lighting in stairways and parking lots.

PHA Response: This is already included in the 2003 plan under Lighting Improvements.

Comment: Trinal Manor and Patrick Place residents would like to see improvement to our lawn areas and the need to repair and replace sprinkler lines.

PHA Response: This has been added to our 2003 plan under Landscaping Improvements.

Comment: Trinal Manor residents would like to see storage units built for the residents.

PHA Response: The Housing Authority discussed with the board that we have no land space for building storage units. We would further look into adding shelving inside the units for better space organizing.

Comment: Patrick Place residents expressed the desire for the benches to be installed near the playground area and improve the Basketball court improvements. They would

also like to see the bike/walk path improved as it is used allot by the children in the complex.

PHA Response: This was added with the Playground Improvements in the 2003 plan to be completed during the playground improvement already in the plan.

Comment: Need for repair on the east end fence at Patrick Place.

PHA Response: Informed the board that the entire fencing will be replaced and is included in the 2003 plan under Install fence.

Comment: Patrick Place residents would like a neighborhood bulletin board placed for posting flyers, notices, etc. Many of the residents living in the complex are college students and share child pick-up duties with other mom's.

PHA Response: The Housing Authority spoke with the board about some type of posting board to each unit for messages and possibly a complex board being placed when the BBQ/picnic area is finished. Because this wouldn't be costly subsidy money would be used to purchase. We also spoke about the need for public transportation in Kittitas. Our local KCAC has a bus system but does not come to the City of Kittitas regularly enough for tenants to have reliable schedule to participation in self-sufficiency programs in the Ellensburg area. The program assistant will be working with KCAC and see if we can come to a solution. We further discuss with the board that Patrick Place residents should be able to access the community hall located at the adjacent complex. This would allow tenants to schedule large gatherings, birthday party's and celebrations.

Comment: Trinal Manor requested new stove hoods and fans to be put in.

PHA Response: This is in the 2003 plan

Comment: Mt Stuart/Vista would like to see window coverings, such as blinds, be put in. It is very costly for new tenants coming in to afford window coverings. Also would like to see the fans in the Kitchen be replaced or fixed. They expressed the need for new screen doors .

PHA Response: This will be added to next years plan.

Housing Needs Assessment Attachment H

To assess the needs of the Kittitas County area, the Housing Authority of Kittitas County conducted an internal survey. Information gathered was based on all applications received in the Housing Authority for the past 12 months.

The Housing Authority **received** a total of 117 applications. There was an increase of 27 since the survey of 2001. We **currently** carry 121 applicants on our Waitlist:

47 One bedrooms
45 Two bedrooms
20 Three bedrooms
10 Four bedrooms

The Race/Ethnicity breakdowns of the **total applications received**:

White:	(91)	78%
Black:	(5)	4%
Spanish American:	(0)	0%
Hispanic:	(8)	7%
American Indian:	(5)	4%
Asian/Pacific Islander:	(0)	0%
Other:	(1)	1%
No Answer:	(6)	5%

Breakdowns of the applications **currently on our Waitlist**:

White:	(110)	90%
Black:	(2)	2%
Spanish American:	(0)	0%
Hispanic:	(6)	5%
American Indian:	(1)	1%
Asian/Pacific Islander:	(2)	2%
Other:	(0)	0%

The Housing Survey noted that **62%** of all applicants reported their present homes to be in excellent to good condition while **30%** reported their current homes to be in fair to poor condition.

38% of the applicants are spending more than 50% of their income towards rent and utilities; this is down from 52% on the 2001 survey. 36% reported that they were under housed and 8% reported that their present homes were in need of many repairs.

The total number of applicants with Extremely Low Income (< or = 30% AMI) is 52% (61 applicants of 117), while 24% (28 applicants of 117) of all applicants report their income at Very Low to Low (> 30% but < 80% AMI). The number of Extremely Low Income applicants has increased by 18% compared to the 2001 Housing Survey, while the number of applicants with Very Low to Low Income has decreased 42% from the 2001 survey.

The acquisition of an existing Housing Development, Alder Terrace, was completed on 9/01/02, increasing our housing stock by 32%. Alder Terrace is a 52 unit multi-family complex at 50% of the area median income.

Flat Rent Review Attachment I

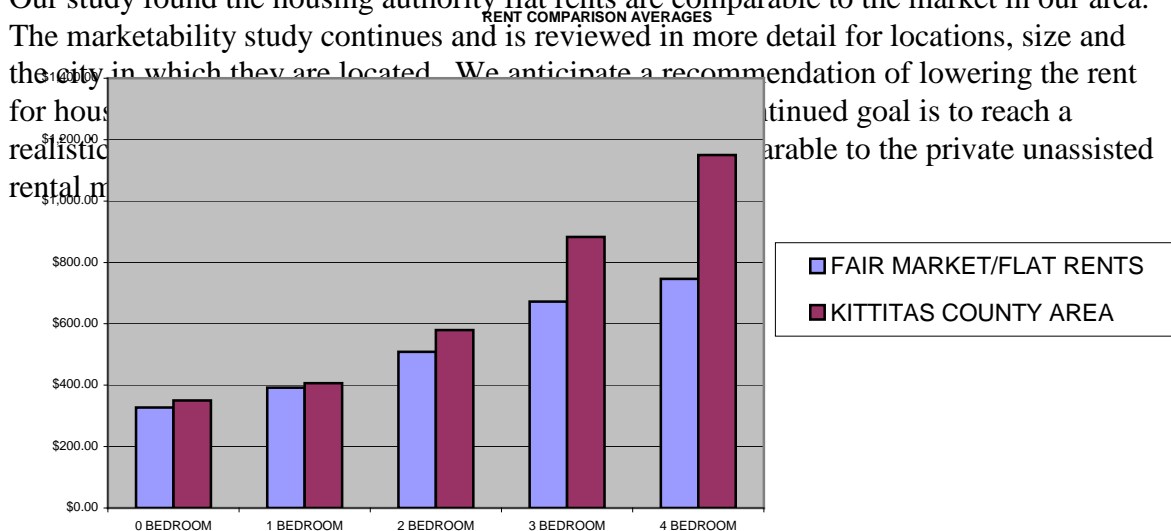
The housing authority reviewed our flat rent schedule with the market rents charged in our area for comparable units in the private unassisted rental market.

The housing authority set the flat rents in 2000 by bedroom size per the fair market rents in Kittitas County. Our focus during this review was complexes located in the Ellensburg area.

Our rent comparison for the area included duplexes, houses and apartments. Listed below are the results of the comparison and the average rents by bedroom size.

Bdrn Size	Duplexes	Houses	Apts	Combined	HAKC
Studio	375.00	375.00	341.00	351.00	317.00
One Bdrn	310.00	475.00	410.00	407.00	380.00
Two Bdrn	673.00	716.00	536.00	580.00	494.00
Three Bdrn	950.00	986.00	700.00	882.00	652.00
Four Bdrn		1,150.00		1,150.00	724.00

Our study found the housing authority flat rents are comparable to the market in our area. The marketability study continues and is reviewed in more detail for locations, size and the city in which they are located. We anticipate a recommendation of lowering the rent for houses to be more comparable to the private unassisted rental market.



Safety

The result of the “safety” category in the Resident Survey was again skewed by basically one question. The average score for all questions, except that one question, was 84.7%. These included the questions: how safe do you feel?; do locks, lighting or vacant units contribute to crime?; are we screening residents well enough?; and how well does police respond to crime. The only question that skewed the average percentage was “Are you aware of any crime prevention program available to residents (example: Neighborhood Watch, Block Watch, Community Policing, Tenant Patrol, or Street Patrol).” Since Ellensburg, or Kittitas, does NOT have any of these programs, the tenants scored the question very low, 15.9% out of 100%. This is understandable since there are no programs to be aware of. No action will be taken on this item except inform the tenants that there are no crime prevention programs in the local areas and if they are interested in starting a program to contact their local law enforcement agency. This is a major flaw in the survey and should be eliminated from the assessment.

Communication

Question: Do you think management provides you information about maintenance and repair example water shut-off, boiler-down, etc)? 71.8%

Management and maintenance will make a more concerted effort to inform the tenants of upcoming shut downs for maintenance and repair issues. We post letters on the doors of tenants to inform them of upcoming maintenance problems, but we will make an effort to possibly contact them earlier and make sure that these postings will be more secure on the doors to assure they will not get lost or blown off. Target date: Immediate.

Question: Do you think management is responsive to your questions and concerns? 67.3%

Management is revisiting the complaint matrix that is being used to make responses more personal. We are keeping a phone log regarding the types of phone calls we are receiving. This will give us a better idea if they are complaints of lease violations, work requests, income changes or general program questions. Our staff works very hard on ways to better serve the tenant base and will continue to do so. Target date: Immediate.

Question: Do you think management is: courteous and professional with you? 72.2%

The Housing Authority of Kittitas County has made a concerted effort to portray a positive, courteous and professional image to the tenants. There are times when problems arise that are not easily solved and tempers flare. The Housing Authority will continue to have an open door policy to complaints in an effort to help solve complaints between tenants and management as well as tenants and other residents. We will continue to send staff to seminars on professional and personal development issues. Target date: immediate.

Question: Do you think management is supportive of your resident/tenant organization? 69.6%

As a small agency (fewer than 250 units, section 964.18) is not required to have a resident council, but we have had them exist in the past. Both family housing and senior/disabled have had tenant councils in the past and we encourage these groups as much as we can. At this point, we get the Resident Advisory Board together to review the Agency Plan and deal with other issues that might arise. If the tenants are willing to get a tenant organization together, at any of our complexes, we are more than willing to help and we will not deny them the opportunity to organize. Target date: None.

Neighborhood Appearance

Question: How satisfied are you with the upkeep of the following areas in your development: common areas (for example: hallways, walkways, stairways, etc)? 72.2%

We have established a weekly plan to address common area issues, but with HAKC's busy maintenance schedule we often fall short of our expectations. Every other week we alternate cleaning in our community rooms and then in the hallways and stairways. Trinal Manor scored relatively high and Cahill Manor is the only other development that it applies. We will continue our routine for cleaning the community rooms and the hallway/stairways, but we will initiate a monthly inspection to make sure cleaning and maintenance issues are completed. Target date: Immediate.

Question: How satisfied are you with the upkeep of the following areas in your development: parking areas? 64%

One parking area that needs assistance is the lot at Kittitas Family. Another is at Trinal Manor. We did some improvements to the Mt. Stuart Vista parking lot and road in the spring of 2002 and were not able to complete the additional work on the other parking lots. Since we have had to reschedule our upgrades of the parking lots, we plan to pressure clean to remove the grease in parking lots in this area early spring of

2003. We also plan to seal coat and strip the parking lot at Trinal Manor in the spring of 2003. Target date: beginning April of 2003. Completion will be during summer of 2003.

Question: How satisfied are you with the up-keep of the following areas in your development: recreation areas (example: playgrounds and outdoor areas)? 60%

We currently upgraded the playground equipment at Mt. Stuart Vista and plan to make an installation to the playground at the Helena complex in 2003. The playgrounds have received better maintenance and attention this year because of better grounds maintenance staff and attention to keeping the playground areas. The recent upgrades of the grounds-keeping aspects this year did not coincide with the mailing of this survey. We will continue to follow are 5-year plan, as well as continue to make improvements to the playground areas in the following years. Target summer 2003 and beyond.

Question: How often, if at all, are any of the following a problem in your development: rodents and insects (indoor)? 68.3%

We make an effort to deal with all rodent and insect issues as soon as possible to not prolong the problem. We will put out a notice in an upcoming newsletter to let tenants know that whenever they see a problem to let us know as soon as possible so we can deal with the issue immediately. Target date: Immediate.

Question: How often, if at all, are any of the following a problem in your development: trash/litter? 64.5%

The Housing Authority needs to make a more concerted effort in picking up trash in the sites. We will make it a regular duty of the seasonal help during the lawn-mowing season and throughout the year. We also plan to place garbage cans in the playground at Mt. Stuart Vista for tenants and children to use. Target date: Spring 2003.